

# **STEP-BY-STEP**

**2nd Ed.**

## **A GUIDE TO MOBILITY TECHNIQUES**

### **REVIEW GUIDE**

### **SPECIAL TECHNIQUES**

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# INTRODUCTION

The review guides supplement the Step-By-Step series on orientation & mobility. Designed for use by students preparing to become O&M specialists and by other vision professionals alike, the review guides provide the user with a quick, sequential, and pictorial review of the mobility skills taught in the corresponding study guide and video. Whether used to prepare for a test or to provide a quick refresher when preparing to teach a new or forgotten skill, it is hoped this review guide will be of value to the user. For more detailed information about each mobility skill, please see the Step-By-Step study guides or the Step-By-Step videos included on the flash drive.

## **Notes for Screen Reader Users:**

The format used for the review guides is a series of tables with descriptive headings immediately preceding each one. In lieu of Alt Text, a short description of each photo appears in the cell to the left of that photo.

# **EXPLORATION & SEATING**

# SEARCH PATTERNS

## Perimeter & Gridline

### Perimeter

Holding one hand at a reference point, the traveler traces the perimeter of the area to be searched with her other hand.

Or, she can use both hands to trace the perimeter in a symmetrical motion, beginning and ending at a focal point.



### Gridline

The traveler places both hands at a reference point.



She moves one hand lightly to the opposite side of the area, keeping it flat on the surface as she moves it. (A white arrow in the photo indicates the movement of the traveler's hand.)



Upon reaching the opposite side, she moves over one hand width and returns to the starting side, searching the adjacent area. (A white arrow in the photo indicates the movement of the traveler's hand.)



The traveler repeats this motion across the entire area (both horizontally and vertically) until she locates the object(s) for which she is searching.

If the traveler prefers, she can perform the gridline bilaterally.



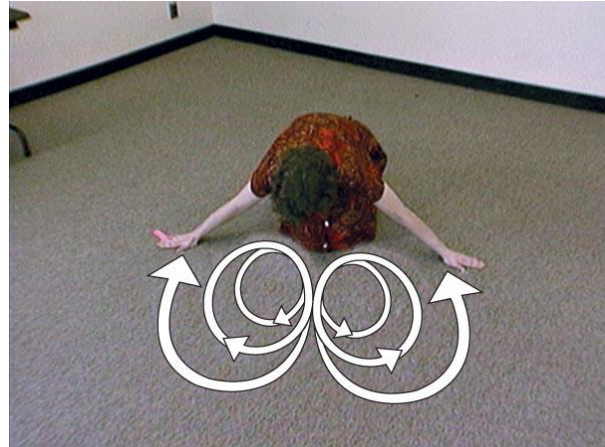
## Circle

The traveler begins with her hands at midline, near her body (the reference point), and flat on the surface to be searched.



The traveler moves her hand(s) in concentric circles of increasing size, covering the area in front of her, between her feet (or knees), and to her sides.

- She can either keep one hand at the reference point while searching to one side of midline with her other hand (and then switch hands to search the opposite side), or she can use both hands and search both sides simultaneously. (White arrows in the photo show the circular movement of both of the traveler's hands.)





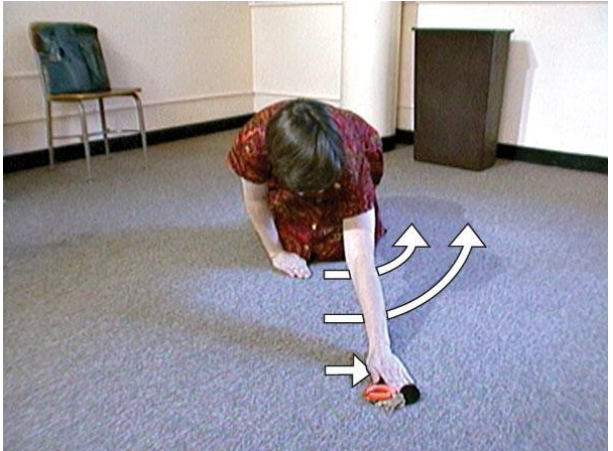
## Fan

The traveler begins with her hands at midline, near her body, and flat on the surface to be searched.

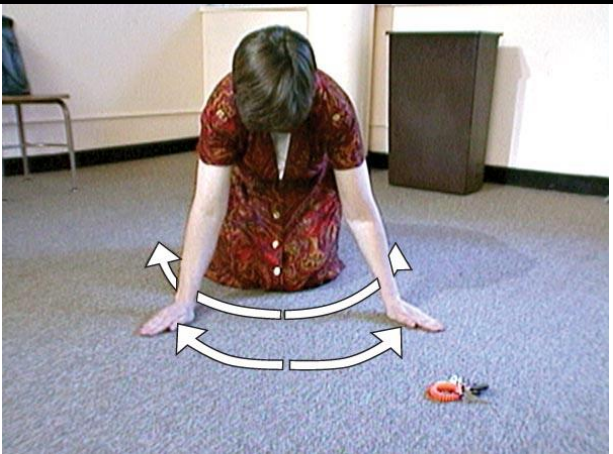


The traveler moves her hand(s) in fan motions of increasing size and distance from her body, covering the area in front of her, between her feet (or knees), and to her sides.

- The traveler can either keep one hand at the reference point while searching with her other hand to one side of midline (and then switch hands to search the opposite side), or



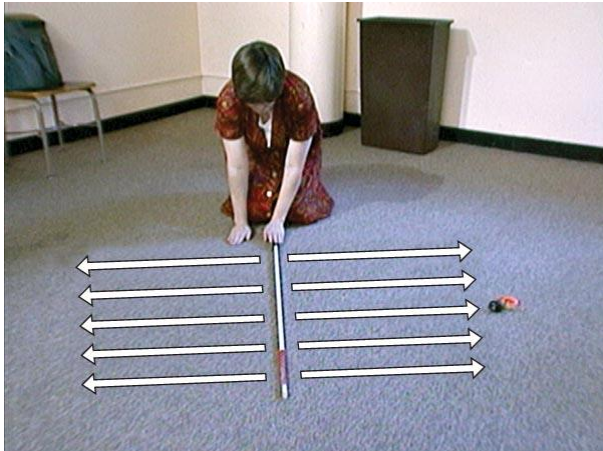
- She can use both hands to search both sides simultaneously. (White arrows in the photos indicate the movement of the traveler's hands.)



## Fan Search with a Cane

The traveler places her cane at midline and flat on the surface to be searched. The grip is near her body and the tip points directly away from her.

She slides the cane left and right over the area to be searched. (White arrows in the photo indicate the movement of the cane.)



Holding the top of the grip stationary at midline (to act as a pivot point), the traveler pivots the cane in an arc to both the left and right, covering the area in front of her and to the sides. (A white arrow in the photo indicates the movement of the cane.)



# DROPPED OBJECTS

## Standard

Immediately after dropping an object, the traveler stops and listens for the sound that the object makes as it lands. The traveler faces toward that sound. (A label in the photo that reads, "Dropped Keys" indicates their location with a black arrow.)

If the object sounds as if it has landed more than an arm's reach distance from her feet, the traveler should estimate the distance and walk up to a point immediately in front of the object's location.

- If the object bounces off of a wall or another object and/or rolls when it is dropped, the traveler monitors the sound of the object as it bounces or rolls and then as it comes to a stop.



The traveler squats or kneels down in front of the object. As she bends forward to do so, she uses the UPPER HAND & FOREARM (Modified) technique to protect her face in case the object has rolled near or under a table or chair.





The traveler locates the object using the SEARCH PATTERNS technique. She should search in front of her and to the sides. She should also search between her knees or her feet. (White arrows in the photo indicate the movement of the traveler's hands.)



If the traveler fails to find the object, she moves forward using the UPPER HAND & FOREARM (Modified) technique and then begins to search the next area.



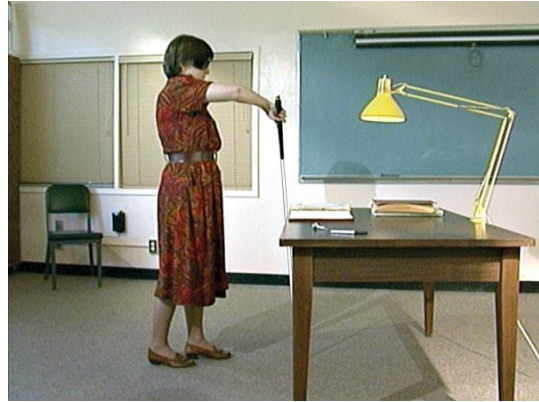
Upon retrieving the object, the traveler rises to stand. If she is in an unfamiliar area, or if the object might have rolled under a table, the traveler uses the UPPER HAND & FOREARM (Modified) technique to protect her head as she rises.



# CONTACTING & EXPLORING OBJECTS

## Standard

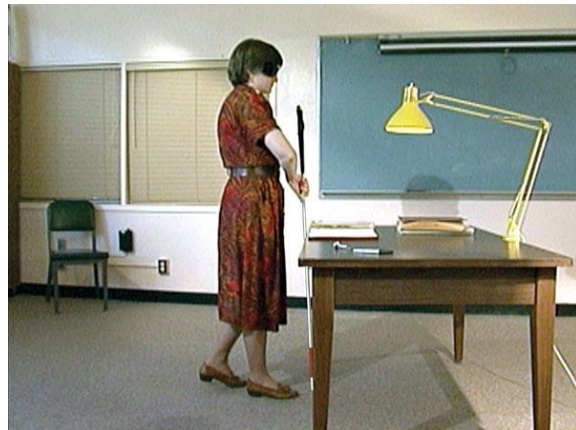
Upon contacting an object to be explored, the traveler anchors the cane tip (or shaft) against the object and then walks up to it.



As the traveler walks up to the object, she brings the cane into a vertical or semi-vertical position and slides her hand down to a comfortable position below the grip.

She either:

- Rotates her arm and assumes a thumb grasp, or



- Holds the cane with a pencil grasp.



The traveler slides the cane shaft left and right along the front of the object to determine its width.



The traveler anchors the cane shaft on the front of the object (if not done already) with the cane tip about 1 inch off of the ground. She then gently pushes the top of the cane forward past vertical to determine the object's height.



The traveler further explores the object using systematic SEARCH PATTERNS.

- If the traveler bends forward to touch the object, she should use the UPPER HAND & FOREARM (Modified) technique to protect her head and upper trunk from bumping into items either on, or overhanging, the object.





# SEATING

## In a Chair

Using her cane or the LOWER HAND & FOREARM technique, the traveler locates the chair.



Using the UPPER HAND & FOREARM (Modified) technique the traveler leans down and then clears the back and seat of the chair.



Having verified that the seat is empty...



...the traveler turns around and places the back of both legs against the chair...



...and then she sits down.





## At a Table

### To Sit

The traveler uses her cane or LOWER HAND & FOREARM technique to locate the chair. She can simultaneously trail the edge of the table to find it.



Standing to one side of the chair, the traveler places one hand on the table. If she has a cane, the traveler holds it vertically at the edge of the table using the same hand. The traveler then pulls the chair out from the table with her free hand.



The traveler leans down and clears the back and seat of the chair. (White arrows in the photo indicate the movement of the traveler's hands as she clears the seat in an X-pattern.)



The traveler places the back of both legs against the front of the chair and sits down.



The traveler positions her cane on the floor parallel to the edge of the table and pulls her chair forward to the table.

- She may wish to place one foot on the cane shaft to ensure that it does not roll away if accidentally kicked by herself or by another person at the table.



## To Rise

The traveler slides her chair away from the table. She bends down to pick up her cane. As she does so, the traveler holds one hand lightly on the table edge (as a reference point to avoid bumping her head on it).



The traveler places her cane vertically at the edge of the table, holding it with the hand that is in contact with the table edge. She stands up and uses her free hand to push the chair under the table. (A white arrow in the photo indicates the movement of the chair as the traveler pushes it under the table.)





## Auditorium: Guide Leading To Enter Row and Be Seated

The guide and traveler stop alongside their desired row.

If necessary, the guide instructs the traveler to transfer sides so that he is positioned to lead the way into the row. (A speech bubble above the guide in the photo reads, "Transfer sides.")



The guide uses an arm pull to bring the traveler up beside him.



The guide and traveler sidestep into the row until they are standing directly in front of their seats.

- Holding her free hand cupped slightly, the traveler can use the back of her hand to gently trail the back of the seats in the forward row.



The guide and traveler break contact.



The traveler reaches backward to fold the seat down (if necessary) and then clears her seat.



She places the back of her legs against the seat and sits down.



## To Exit Row

The guide and traveler stand up.  
The guide crosses in front of the traveler.



The guide and traveler assume the  
BASIC GUIDING position



The guide and traveler sidestep out  
of the row to the main aisle.





## Auditorium: Traveler Leading To Enter Row and Be Seated

The traveler and guide stop alongside their desired row.



The traveler leads as they enter the row (sidestepping, if necessary); she uses her cane to locate empty seats.

If the traveler wishes, she may trail the backs of the seats in the forward row lightly with the back of her free hand.



Upon reaching her seat, the traveler reaches backward to fold the seat down (if necessary) and then clears her seat.



The traveler places the back of her legs against the seat and sits down.



The traveler stores her cane using the CANE PLACEMENT technique.



## To Exit Row

The traveler uses her cane to clear the way as she and the guide step to the main aisle.

The traveler pauses at the main aisle and listens for people walking across her path. When it is clear, she steps into the aisle.





## Seating with a Guide

The guide leads the traveler to a position close to the chair and informs her of its location. (A speech bubble near the guide in the photo reads, "The chair is in front of you.")

- If the guide has stopped more than a foot or so from the chair, the traveler can use her cane or the LOWER HAND & FOREARM technique to contact the chair.



The traveler may choose to clear the back and seat of the chair. (White arrows in the photo indicate the movement of the traveler's hands as she clears the chair seat in an X-pattern.)



The traveler turns and places the back of both legs against the chair...



...and then sits down.



# **HANDLING UNSOLICITED ASSISTANCE**

# WHEN THE TRAVELER IS NOT CARRYING A CANE

## Standard

Upon feeling someone grasp her arm, the traveler stands firmly in place, not allowing herself to be pushed forward by accident. (A speech bubble in the photo reads, "May I help you?")



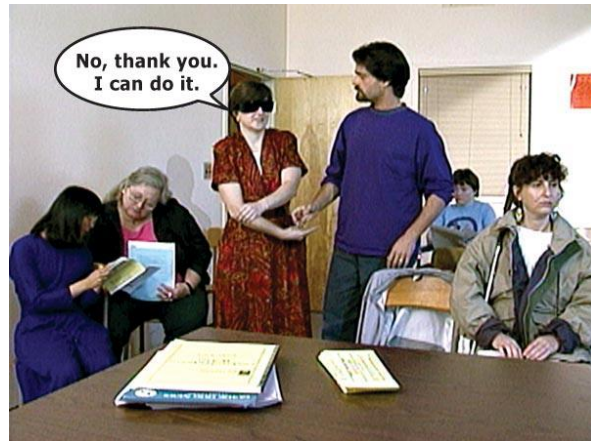
The traveler raises her grasped arm diagonally across her body, toward her opposite shoulder.

Grasping the person's wrist from below with her free hand, she pulls downward gently to release the person's grasp on her arm.



## To Decline Assistance

The traveler thanks the person for offering assistance and states that she does not need it. (A speech bubble above the traveler in the photo reads, "No, thank you. I can do it.")



## To Accept Assistance

The traveler thanks the person for offering assistance and states her preference to hold his arm. She then grasps the person's arm with her free hand and assumes the BASIC GUIDING (When the Traveler Is Not Carrying a Cane) position. (A speech bubble above the traveler in the photo reads, "Thank you, but let me take your arm.")





## Declining Assistance: Rotating the Trunk

Upon feeling someone grasp her arm or shoulder, the traveler stands firmly in place, not allowing herself to be pushed forward by accident. (A speech bubble in the photo reads, "May I help you?")



The traveler rotates her trunk away from the person.

She thanks the person for offering assistance and states that she does not need it. (A speech bubble near the traveler in the photo reads, "No, thank you. I can do it.")



# WHEN THE TRAVELER IS CARRYING A CANE

## If the Non-Cane Arm is Grasped

### Standard

Upon feeling someone grasp her arm, the traveler stands firmly in place, not allowing herself to be pushed forward by accident.



Sliding her grasp lower on the cane shaft (if necessary), the traveler positions the cane vertically with the tip no more than 1–2 inches above the ground. She raises her grasped arm forward across her body toward her opposite shoulder.



Grasping the person's wrist from below, with her cane hand, the traveler pulls downward gently to release the person's grasp on her arm.



### To Decline Assistance

The traveler releases the person's wrist. She thanks the person for offering assistance, but states that she does not need it. (A speech bubble above the traveler in the photo reads, "Thanks, but I don't need any assistance right now.")



### To Accept Assistance

The traveler thanks the person for offering assistance and states her preference to hold his arm. (A speech bubble above the traveler in the photo reads, "Thanks, may I hold your elbow?")





The traveler then grasps the person's arm with her free hand and assumes the BASIC GUIDING (When the Traveler Is Carrying a Cane) position.



## If the Cane Arm is Grasped

### Standard

Upon feeling someone grasp her arm, the traveler stands firmly in place, not allowing herself to be pushed forward by accident.



Sliding her grasp lower on the cane shaft (if necessary), the traveler positions the cane vertically with the tip no more than 1–2 inches above the ground and transfers the cane to her other hand. She raises her grasped arm forward across her body, toward her opposite shoulder.



Grasping the person's wrist from below with her cane hand, the traveler pulls downward gently to release the person's grasp on her arm.



## To Decline Assistance

The traveler releases the person's wrist. She thanks the person for offering assistance, but states that she does not need it. (A speech bubble near the traveler in the photo reads, "Thanks, but I don't need any assistance right now.")



## To Accept Assistance

The traveler thanks the person for offering assistance and states her preference to hold his arm. (A speech bubble near the traveler in the photo reads, "Thanks, may I hold your elbow?")



The traveler then grasps the person's arm with her free hand and assumes the BASIC GUIDING (When the Traveler Is Carrying a Cane) position.





## Declining Assistance: Not Transferring the Cane

Upon feeling someone grasp her arm, the traveler stands firmly in place, not allowing herself to be pushed forward by accident.



Sliding her grasp lower on the cane shaft (if necessary), the traveler positions the cane vertically with the tip no more than 1–2 inches above the ground.

She raises her grasped arm forward across her body, toward her opposite shoulder, and grasps the person's wrist from below with her free hand.



The traveler pulls downward gently to release the person's grasp on her arm.



She thanks the person for offering assistance, but states that she does not need it. (A speech bubble near the traveler in the photo reads, "Thanks, but I don't need any assistance right now.")



## Declining Assistance: Rotating the Trunk

Upon feeling someone grasp her arm or shoulder the traveler stands firmly in place, not allowing herself to be pushed forward by accident.



The traveler rotates her trunk away from the person.

The traveler thanks the person for offering assistance but states that she does not need it. (A speech bubble near the traveler in the photo reads, "Thanks, but I don't need any assistance right now.")



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